

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 3422

**TITLE:** LIBRARIAN II

**GRADE:** S-22

**DEFINITION:**

Under direction, to perform responsible professional library work as the assistant head librarian of a community library, or the head of special collections, adult or children's services within a regional facility; or to perform advanced technical work within a unit of the Technical Operations Division; and to do related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

The Librarian II differs from the Librarian III in that the Librarian II serves as assistant head librarian of a community library, or the head of special collections, adult or children's services within a regional facility, whereas the Librarian III serves as the head librarian of a community library or assistant head librarian in a regional facility.

The Librarian II differs from the Librarian I in that the Librarian II serves as assistant head librarian of a community library, or the head of special collections, adult or children's services within a regional facility whereas the Librarian I performs beginning professional library work.

**ILLUSTRATIVE DUTIES:**

Assists community branch librarians in planning and directing the activities of a community library; directly supervises adult reference and children's services within the branch; participates in the evaluation, development and maintenance of collection; trains, supervises and evaluates subordinate personnel; personally handles the more difficult and complex reference and reader advisory services; advises supervisor of staff development needs; plans and supervises the operations of a specialty department (e.g., Virginia Room or Business and Technology) which serves as a resource center for the Library System; evaluates and recommends books and materials for addition to special collections; develops and implements special subject indexes, photo archives, etc.; collects and evaluates reference statistics; evaluates and recommends books, periodicals and/or media for addition to adult or children's collections; coordinates adult or children's services within region; prepares indexes or develops special files to make materials more accessible; performs advanced technical work in a specialized program area within Technical Operations; may act for the Program Coordinator in his/her absence; interacts with other Technical and Library Operations personnel to coordinate activities and resolve selection-related problems as they occur; assists in designing and analyzing evaluation samples and surveys; may assist in budget development; interprets and communicates Library policy to staff and general public; promotes and represents Library System before outside groups; conducts and attends staff meetings.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of professional library science;  
Familiarity with the principles and practices of library administration;  
General knowledge of statistics and budget preparation;  
General knowledge of reference sources and material;

Ability to plan and schedule workload;  
Ability to effectively train and supervise others;  
Ability to promote interest in library services;  
Ability to establish and maintain effective working relationships with professional and clerical staff and with the general public.

**EMPLOYMENT STANDARDS:**

Graduation from college and a Master's degree from an accredited library school and one year of professional library experience.

**CERTIFICATES AND LICENSES REQUIRED:**

None.

**NECESSARY SPECIAL REQUIREMENTS:**

Certificate issued by the Virginia State Board for the Certification of Librarians is required within three (3) months of hire date.

REVISED: December 23, 2004

REVISED: October 25, 1982